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NAVY INTERNATIONAL PROGRAMS OFFICE INSTRUCTION 4950.1

Subj: SECURITY ASSISTANCE TRAINING PROGRAM, CONTRACTOR-PROVIDED
TRAINING

Ref: (a) Foreign Assistance Act (Public Law 87-195 as amended)
(b) Arms Export Control Act (Public Law 90-629 as amended)
(c) Security Assistance Management Manual (DoD 5105.38-M)
(d) Joint Security Assistance Training Regulation (SECNAVINST 4950.4A)

Encl: (1) Points of Contact

1. Purpose: To establish policies and procedures for Department of the Navy/U.S. Coast Guard (DON/USCG) organizations through which contractors provide training to International Military Students (IMS) under the Security Assistance Training Program (SATP). As authorized by references (a) and (b), the DON and USCG shall:

- a. Collect and forward information on IMS attending contractor-provided, security assistance training;
- b. Issue Invitational Travel Orders (ITOs) for each IMS attending contractor-provided, security assistance training; and,
- c. Ensure contractor-provided security assistance training to IMS are conducted under the same procedures and regulations outlined in Chapter 10 of reference (c) and are in accordance with the procedures provided herein.

The DON SATP includes all DON/USCG training provided in U.S. Government (USG) facilities classrooms by USG and contract instructors and all contractor training provided in non-USG facilities by non-USG personnel in support of a government program authorized under references (a) or (b).

2. Background

a. Section 656 of reference (a), and recurring provisions in the Foreign Operations, Export Financing and Related Programs Appropriations Acts, specify that the Department of Defense (DoD) and the Department of State shall jointly provide to Congress an annual report on all military training provided to foreign military personnel.

b. Chapter 7, Section I, 7-1 of reference (d) specifies that the issuance of ITOs is required for all IMS under SATP sponsorship.

3. U.S. Government Responsibilities

a. The Director of Navy International Programs Office (Navy IPO) is the executive agent for training provided under the SATP within the DON/USCG and will ensure compliance with the policy and procedures set forth herein.

b. The U.S. Navy's Naval Education and Training Security Assistance Field Activity (NETSAFA), U.S. Marine Corps' Training and Education Command's (TECOM) Security Cooperation Education and Training Center (SCETC), and USCG Headquarters (G-CI) are the Service Managers responsible for the management of the SATP for the U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, respectively. These Service Managers are responsible for implementing this policy and procedures.

4. Procedures

a. When a Systems Command (SYSCOM) or Program Management Office (PMO) receives a Letter of Request (LOR), for which contractor training is anticipated, that SYSCOM/PMO will notify the cognizant Service Manager (via email) that contractor-provided training is involved. The LOA written by the SYSCOM/PMO and Navy IPO 02C will reference this instruction. Direct costs to implement this instruction are chargeable to the corresponding FMS case.

b. After the LOA is implemented, the appropriate Service Manager will authorize the Security Assistance Officer (SAO) to issue an Individual Travel Order (ITO), DD Form 2285, for each international student scheduled to receive training in the United States. The Service Manager will track all IMS scheduled for contractor-provided training. All IMS, including those at contractor facilities in training within the Continental United States (CONUS) and Outside the Continental United States (OCONUS) and at a regional Mobile Education and Training (MET) seminar (provided they are under the auspices of the SATP), are required to be properly vetted and to have ITOs. (Note: IMS attending training within their country of origin do not require an ITO.) The Service Manager will ensure that a foreign disclosure review is conducted and the content approved prior to foreign attendance.

5. Contractor Responsibilities

a. The contract Statement of Work (SOW) should provide students scheduled for contractor-provided training the same basic student support afforded international students attending training on a U.S. government installation. The following elements must be included in the SOW and be agreed to prior to issuance of an ITO.

(1) Reports. On a quarterly basis, the contractor and the program manager will provide the Service Manager a report listing all IMS currently receiving training and all students expected to receive training within the next six months.

b. The following items reflect current training policy; these items must be addressed in the SOW. Where possible, contractor-provided training programs should incorporate these items accordingly although modifications can be made upon the request of the purchaser.

(1) Travel and Living Allowance (TLA). For the purposes of this instruction, travel refers to airfare from home country to the training site and return to home country. (Note: a waiver from the Defense Security Cooperation Agency (DSCA) is required to include the cost of airfare as part of an FMS case.) Living allowance refers to funds for lodging, meals, and incidentals. Most countries will provide their students with living allowance, but some will wish to include TLA in the LOA and contract. This must be determined early in the LOA development process, and must be included in the SOW. The SAO must ensure complete DSCA approval of TLA exceptions and waivers in advance on a case-by-case basis, and that these are clearly specified in the ITO. TLA exceptions vary by year and by country. For training less than five weeks in duration, students will receive their total advanced TLA payment prior to departure from own country.

(a) Travel. For situations in which a country arranges and pays for air travel between country and training locations (s) and return to home country, the contractor will assist in making arrangements for return air travel, if necessary. If a country wants airfare included in the contract, it will be included in a separate line in the material case, with the cognizant case program manager having line authority.

(b) Lodging. The contractor will provide or arrange for suitable lodging for the IMS, unless otherwise specified in the SOW/LOA/ITO, as close as possible to the training site.

(1) Officers will be in single rooms; enlisted personnel will be quartered two per room. Lodging will not be provided for accompanying family members unless specifically authorized on the ITO.

(2) Cost of lodging will be provided in advance to the SAO for countries that do not have a waiver and lodging is not included in the TLA in the contract.

(3) Cost of lodging will be included in the SOW/LOA when a TLA waiver has been approved by DSCA and included in the contract.

(2) Meals and Incidentals. The contractor will provide or arrange for suitable lunches at or near the training site, and should ensure that students have cooking facilities or appropriate restaurants within a reasonable distance from lodging.

(a) Cost of meals provided will be included in the SOW/LOA when TLA is included in the contract.

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(b) Students will receive monthly payment of funds, from the contractor, for meals and incidentals (less payment for any meals provided) when TLA is included in the contract and training is five weeks or longer. The TLA rate will be in accordance with the current TLA policy issued by DSCA.

(3) General Administration. The contractor will provide the following general administrative support of IMS attending contractor-conducted training at a non-DoD/Civilian facility.

(a) Perform administrative duties and inprocessing not to exceed three duty days from the IMS' scheduled arrival and departure dates. Provide students with information needed to live in the area for the duration of scheduled training. For extended training the contractor or his representative will assist in establishing bank accounts, obtaining telephone service, and other routine matters.

(b) Provide transportation to and from the airport for initial arrival and final departure from the training location or ensure transportation is available from the airport to lodging establishment and return to airport.

(c) Send the SYSCOM Contracting Officer representative, SYSCOM Program Manager, and the designated representative at the Service Manager organization reports of student arrivals and departures within two working days of the events. These reports shall include case designator; course title and Military Article Service Listing (MASL), student name, rank/rate, country, Work Control Number (WCN), ITO number, and date of ITO.

(d) Ensure daily transportation is available between IMS quarters and the training facility. If appropriate dining facilities are not available within walking distance from lodging, the contractor will ensure that daily transportation is available for meals.

(e) Report disciplinary/academic problems to the case program manager, who will coordinate with the Service Manager to determine the appropriate course of action.

(f) Brief IMS to maintain housing in the same condition that existed upon initial occupancy/day of arrival. Note condition of housing upon IMS occupancy and again one day prior to IMS departure. Report uncompensated damages along with the name of the occupant to the SYSCOM Contracting Officer representative and the designated representative at the Service Manager organization (e.g., Program Manager) within one week prior of IMS departure.

(g) Ensure IMS have cleared all fiscal obligations (e.g., lodging fees, damage charges, phone/water/electric bills) prior to departure for home country.

(4) Medical Care. The contractor will coordinate with local medical administrative personnel, internal contractor medical facilities or local medical care facilitator for medical support for IMS. The LOA will include a medical line or footnote delineating country's chosen method of paying medical bills. SAO will coordinate with LOA preparer to ensure that the ITO includes appropriate annotation regarding responsibility for payment.

(a) Notify IMS's embassy if ITO states that medical care will be paid by embassy personnel of host country, of arrangements for medical care prior to conducting the training to ensure payment of medical bills directly to the medical care provider.

(b) Notify the Contracting Officer, Program Manager and the Service Manager within 24 hours after becoming aware of a student's treatment and/or hospitalization if IMS requires major medical or emergency treatment.

(5) Informational Program (IP). The contractor will develop and execute an IP that conforms to the Chapter 11 of reference (c) for students in training that exceeds four weeks in duration. The contractor will coordinate with the Service Manager's IP Manager at least one month in advance of each planned IP activity/event.

(a) The contractor will maintain a record of events planned, number of students participating, and general event "After-Action" report to include expenses.

(b) Expenses for IMS transportation, lodging, meals, and miscellaneous expenses, such as parking fees, during IP events will be included in the SOW/LOA. Student funds will be used only for personal expenses, such as buying of souvenirs.

(6) The information in paragraph 5 should be included in all contracts SOW for LOAs that include contractor training at non-DoD facilities in the U.S. Applicable information should be included as line description notes in the LOAs.

6. Current points of contact are provided in enclosure (1).



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POINTS OF CONTACT

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TECOM CSWC	Mr. P. W. Askins, Head International Programs, (703) 284 3723 DSN 278-3723, askinspw@tecom.usmc.mil.
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Enclosure (1)